

Settings**Reception/Intake Staff****Individual Activities Tab**

Privilege	View	Full	State	Local	None
Alternate Contacts	X				
Employment History	X				
Job Referral					X
Service Plan	X				

Individual Assessment Tab

Privilege	View	Full	State	Local	None
Basic Skills Assessment	X				
Objective Assessment					X
Other Assessment	X				
Work Keys					X

Case Assignment

Privilege	View	Full	State	Local	None
Batch Individual Case Assignment	X				
Case Re-Assignment	X				
Case Temporary Assignment	X				
Employer Case Assignment					X
Individual Case Assignment	X				
Manage Groups					X
Staff Group Assignment					X

Case Notes Tab

Privilege	View	Full	State	Local	None
Individual Case Notes		X			

Employer Case Management Tab

Privilege	View	Full	State	Local	None
Case Notes					X
Employer Activities					X

Employer File Folders Tab

Privilege	View	Full	State	Local	None
Corporate Profile Access					X
Recruitment Plan Access					X
Search History Access					X

Manage Employers Tab

Privilege	View	Full	State	Local	None
Create an Employer Account					X
Employer System Access Rights					X
Work with an Employer					X

Individual File Folders Tab					
Privilege	View	Full	State	Local	None
Employment Plan Folder Access	X				
Personal File Folder Access	X				
Report Folder Access					X
Search History Access					X
Individual Fund Tracking Tab					
Privilege	View	Full	State	Local	None
Account Limits					X
Fund Reallocation					X
Fund Redistribution					X
Manage Contracts					X
Manage Funds					X
Manage IFT Admin					X
Manage Individual Limits					X
Manage Providers					X
Manage Tracking					X
Manage Voucher Approval					X
Manage Individuals Tab					
Privilege	View	Full	State	Local	None
Assign Individual Cases to Staff Members					X
Create an Individual Account					X
Manage individual Services					X
Scheduled Services					X
View Case Load	X				
Work with Individuals	X				
Manage Job Orders Tab					
Privilege	View	Full	State	Local	None
Job Order Follow Up Referrals					X
Job Order Mass Referrals					X
Job Order Referral Results					X
Job Order Referrals requiring Staff Review					X
Job Order Verification					X
Job Order Vet Rep					X
Manage Appointments/Messages Tab					
Privilege	View	Full	State	Local	None
Appointments		X			
Correspondence					X
Messages		X			

Manage Profiling Tab					
Privilege	View	Full	State	Local	None
Profiling Non-Compliance / Waived					X
Profiling Orientation Letter					X
UI Data Maintenance					X
Staff Reports Tab					
Privilege	View	Full	State	Local	None
9002 Reports					X
Case Management, Case Load Reports					X
Case Management, Management Reports					X
Case Management, Predictive Reports					X
Enrolled Individuals Reports					X
Job Order Reports					X
Performance Reports					X
Registered Employer Reports					X
Registered Individuals Reports					X
Resume Reports					X
Services Provided Individuals Reports					X
Services to Employer Reports					X
Survey Reports					X
Tracking Reports					X
WIA Annual Reports					X
WIA Quarterly Reports					X
Individual Programs Tab					
Privilege	View	Full	State	Local	None
Assessment					
Case Notes		X			
Common Intake	X				
Unemployment Services					X
Welfare-to-Work					X
Workforce Investment Act	X				
Youth Services					X

Gray indicates this is not available in your system

Yellow indicates Labor Exchange

Purple indicates Employer Services

Green indicates Accessible fields for WIA related services/functions